



MAKING THE JOB APPLICATION PROCESS WORK FOR YOU!

This presentation will provide you with key points that will help you prepare for the federal application process.

VACANCY ANNOUNCEMENT



Pay close attention to the following sections:



Who May Apply



Specialized Experience/Selective Factor



Vacancy Questions



Required Documents

Note: Each vacancy announcement is tailored different and requires different qualifications. **DO NOT USE** the same information you've used to apply for other jobs.

WHO MAY APPLY



THIS JOB IS OPEN TO

[? Help](#)



Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



Family of overseas employees

Family members of a federal employee or uniformed service member who is or was, working overseas.



Federal employees - Competitive service

Current or former competitive service federal employees.



Individuals with disabilities



Land & base management

Certain current or former term or temporary federal employees of a land or base management agency.



Military spouses



Peace Corps & AmeriCorps Vista



Special authorities

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



Veterans

Clarification from the agency

All candidates who are: 1. Within the local commuting area and are current or former federal employees qualifying as Status Candidates, Federal employees currently serving on a VRA, CTAP/ICTAP eligibles, eligible for special hiring authorities (e.g., the Schedule A appointment for persons with disabilities, or covered by an Interchange Agreement), OR 2. Individuals, no matter where you reside, who are VEOA eligibles; OR 3. Land Management employees eligible under Public Law 114-47.

Open & closing dates

01/20/2022 to 02/02/2022

Salary

\$102,072 - \$132,692 per year

Pay scale & grade

GS 13

Location

1 vacancy in the following location:

Dallas, TX

Telework eligible

Yes—as determined by the agency policy.

Travel Required

25% or less - 1-5 nights per month.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

SPECIALIZED EXPERIENCE/SELECTIVE FACTOR

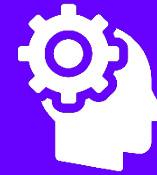


This is a definition that the manager has determined as the **minimum bar** for being qualified for this position.

The first part of the specialized experience is usually a statement which says you must have at least one year of experience equivalent to the next lower grade level in the federal government.

The definition of the experience equivalent to the next lower grade level is spelled out on the next slide.

SPECIALIZED EXPERIENCE/SELECTIVE FACTOR CONTINUED



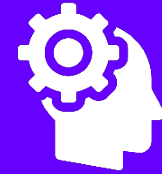
This is a definition that the manager has determined as the minimum bar for being qualified for this position.

In this case, you must have at least one year of experience performing ALL of these duties. Notice the definition includes the word “AND;” therefore, if you don’t have experience clearly demonstrated in your application package, you will not be found “minimally qualified” and will not go on the certificate to the selecting official. Please keep in mind – the one year of experience that you claim, MUST be supported by your resume.

Summary	Duties	Requirements	How you will be evaluated	Required documents	How to Apply
<h3>Qualifications</h3> <p>You must meet the following requirements by the closing date of this announcement.</p> <p>For the GS-13, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service.</p> <p>Specialized Experience for this position includes:</p> <ul style="list-style-type: none">• Applying forensic procedures and techniques in order to analyze, research and/or evaluate information; AND• Performing forensic analysis within the framework of an accredited forensic laboratory; AND• Conducting forensic analysis/review of electronic evidence including: digital and electronic storage devices, forensic media, computers, mobile devices and other related electronic items and documenting conclusions from it; AND• Developing, writing, and editing forensic reports and/or presentations.					

If this announcement had contained a Selective Factor, it would also have been listed here. A Selective Factor is something you must possess when coming into the position, that you could not reasonably attain within 90 days on the job. For instance – you may see a selective factor for a position that requires a particular license or credential than cannot be obtained within the first 90 days on the job.

TIME-IN-GRADE



For Merit Promotion announcements, you must have at least 52 weeks of experience in the next lower grade level, in order to be eligible for the position.

NOTE: This time-in-grade may have been achieved in any position you have held in the federal government. It does not have to be in the position you are in currently. Here's an example from the qualifications section in the announcement:

Summary	Duties	Requirements	How you will be evaluated	Required documents	How to Apply
<p>Time-in-Grade: In addition to the above requirements, you must meet the following time-in-grade requirement, if applicable: For the GS-13, you must have been at the GS-12 level for 52 weeks.</p>					

SPECIALIZED EXPERIENCE EXERCISE



1. Make a list of the jobs you have held (include volunteer experience).
2. Briefly list the main duties.
3. Think about a typical day in each of the jobs and list the types of things you did, how often, and how much independence you had in doing them.
4. Finally, look at the Specialized Experience and compare it to the lists you have made. It may jog your memory and help you better explain your experience related to the defined Specialized Experience.

VACANCY QUESTION PREVIEW



It is **STRONGLY** recommended that you review the questions before you actually answer them. This will allow you to think about positions you have held and experience which may give your application an edge over others. **TAKE THE TIME, BE PREPARED.**

Summary

Duties

Requirements

How you will be evaluated

Required documents

How to Apply

To preview the assessment questionnaire: <https://apply.usastaffing.gov/ViewQuestionnaire/11350951>

REQUIRED DOCUMENTS



Be sure to read this section of the announcement. It will tell you what information **MUST** be submitted with your application in order to be considered “eligible” for the position.

Summary

Duties

Requirements

How you will be evaluated

Required documents

How to Apply

[? Help](#)

Required Documents

A complete application includes 1. A résumé, 2. Vacancy question responses, and 3. Submission of any required documents.

Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible). Please ensure all required documents, including any required work samples, narratives, or other materials as stated in this announcement, are attached to your application package.

RESUME



- Ensure that you read job announcement **carefully** and provide requested information.
- Resume must be targeted and completely **tailored to the position**.
- Federal resume may be several pages in length as opposed to the private sector employer.
- Check the job posting/announcement to see which format and method of delivery is required.
- **PROOFREAD!**

PAY ATTENTION TO KEYWORDS



You could be the most qualified person for the position, but you could be lost in a sea of applicants without the **right keywords**.

The best way to determine important keywords is to review several job announcements and their questions for your ideal position. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "**requirements**," "**skills**," or "**qualifications**" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

SAMPLE ACTION WORDS



Analytical	Communication	Creative	Leadership/Management	Training	Technical
Analyzed	Advertised	Adapted	Appointed	Adapted	Adapted
Clarified	Clarified	Composed	Approved	Aided	Applied
Collected	Collaborated	Condensed	Assigned	Answered	Assembled
Compared	Communicated	Created	Authorized	Arranged	Built
Conducted	Consulted	Customized	Coordinated	Assessed	Calculated
Detected	Convinced	Designed	Delegated	Assisted	Computed
Diagnosed	Corresponded	Developed	Developed	Coached	Conserved
Evaluated	Edited	Directed	Enforced	Contributed	Constructed
Examined	Explained	Displayed	Enhanced	Cooperated	Converted
Experimented	Expressed	Entertained	Established	Counseled	Determined
Explored	Incorporated	Established	Executed	Demonstrated	Developed
Extracted	Interacted	Fashioned	Hired	Diagnosed	Engineered
Gathered	Interviewed	Formulated	Incorporated	Encouraged	Fabricated
Inspected	Listened	Illustrated	Increased	Ensured	Installed
Interviewed	Mediated	Initiated	Inspected	Expedited	Maintained
Invented	Negotiated	Instituted	Instituted	Facilitated	Operated
Investigated	Persuaded	Integrated	Merged	Familiarized	Overhauled
Located	Publicized	Introduced	Motivated	Furthered	Printed
Organized	Reconciled	Invented	Organized	Guided	Programmed
Researched	Recruited	Modified	Overhauled	Insured	Rectified
Reviewed	Reinforced	Originated	Planned	Intervened	Regulated
Solved	Resolved	Performed	Prioritized	Motivated	Remodeled
Surveyed	Solicited	Photographed	Reorganized	Prevented	Repaired
Systematized	Specified	Planned	Restored	Resolved	Replaced
Tested	Suggested	Revitalized	Secured	Simplified	Restored
	Translated	Shaped	Strengthened	Volunteered	

BE CONCISE



Don't confuse telling your story with creating your autobiography. Recruiters are inundated with applications and are faced with weeding out the good from the bad. Therefore, your application needs to pass the skim test.

- Can a hiring manager see my main credentials within **10 to 15 seconds**?
- Does **critical information** jump off the page?
- Do I **effectively sell myself** on the top quarter of the first page?
- A resume **shouldn't contain every detail**. If your college days are far behind you, does it really matter that you worked at a fast food restaurant?

USE MEASURABLE RESULTS



Quantify your accomplishments:

- Closed **four** investigations in a **six-week** period under a deadline...
- Quantify monetary impacts: Identified monetary savings of **\$25,000**...
- Quantify time (“Time is Money”): Organized **quarterly** stakeholder meetings...

USE IMPACT STATEMENTS



Examples include:

- Designed, maintained, and implemented an automated filing system for the division **which resulted in a more efficient and user-friendly system.**
- Supervised a joint task force involving high technical programs and advanced technology **that was awarded the best among all federal agencies for efficiency and effectiveness.**
- Persuaded executive staff to purchase new investigative equipment **by demonstrating long term savings, and superiority of available equipment.**

GOOD VERSUS GREAT



Good information to include in your resume:

My communication skills are excellent. I am often asked to help out in this regard and have been commended for my work. I have typed business letters, office memos, and several quarterly reports.

GOOD VERSUS GREAT

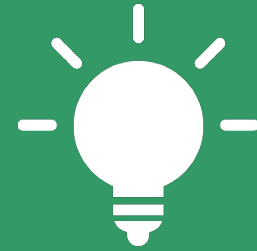


Great information to include in your resume:

In the past **10 months**, I have taken over a number of writing assignments previously held by my supervisor. These include:

- Drafting **monthly** reports on leasing activities of our office. These are routinely approved by my supervisor without change and are circulated to **10** field offices and regional directors.
- I have assumed the **responsibility** of reporter for the **quarterly** meeting of the bureau's research directors. Reports of these meetings are **reviewed** by the Director's Office prior to distribution to all participants.
- In **January 1996**, I completed the course, "Writing Analytical Reports," offered through the National Independent Study Center. This was a **six-month** course involving **24 hours** of training and covering such areas as: **planning** an analytical report, **collecting** and **analyzing** data, **identifying** possible solutions to problems addressed in the report, and **organizing**, writing and editing the report.

ADDITIONAL RESUME TIPS



- Spell out acronyms
- Write short and clear
- Do not be redundant
- Note that your skills are transferable
- Use active verbs vs. passive verbs
 - Example of passive voice: Accounts were reconciled daily.
 - Example of active voice: “I” reconciled accounts daily.

THE INTERVIEW



You completed the application process and finally received the news you've been selected for an interview. **Now what?**

INTERVIEW PREPARATION



- **Review the announcement** – understand the skills and duties desired
- Be prepared to deliver your resume in 90 seconds or less (“Tell me about yourself” is commonly asked in interviews)
- Review your examples to address desired competencies
- **Research the Agency** – know the agency mission, research agency website, recent publicity, and challenges facing organization
- **Prepare** – practice answering questions, also have set questions for interviewers
- Be confident and show interest in the organization
- Anticipate and practice tough interview questions
- Know your background
- Know why you want the job
- **Dress for success**

INTERVIEWING



Do's

Be on time

Be calmed and relaxed

Remember that first impressions count

Be aware of body language & eye contact

Communicate clearly

Be honest and truthful

Ask for clarification if necessary

Make eye contact

Don'ts

Do not be negative

Do not brag

Do not chew gum

Do not answer a questions with another question

Do not change the subject when responding to a question

Do not criticize your former employer

RESOURCES

USAJobs

www.usajobs.gov

United States Office of Personnel Management

www.opm.gov